

ASNUNTUCK COMMUNITY COLLEGE

EMPLOYMENT OPPORTUNITY

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

DATE OF POSTING: November 4, 2009
POSITION: Clerk Typist Part-Time (20 hrs)
DEPARTMENT: Office of Administrative Services
ANNUAL SALARY: \$16,369.50 annualized (\$15.68 per hour)
CLOSING DATE: November 16, 2009

OPEN TO: **The public and state employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists are given first consideration.**

EXAMPLES OF DUTIES: This incumbent will be responsible for processing of all internal requisitions, ordering all office supplies and office equipment, stocking of the office supply area within Administrative Services, and cashiering support and customer service. Maintain supply logs, prepares and sends out correspondence, prepares reports; answers phones, transfers calls; handles routine requests for information over the telephone and in person. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED/Knowledge, Skill and Ability: Knowledge of office procedures, including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal, oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING: General Experience: Six (6) months as a Typist or its equivalent.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (JOB CODE: CLER) and a completed state application (PLD-1 – available at www.das.state.ct.us/exam). Submit via mail to:

Asnuntuck Community College Human Resources, JOB CODE: CLER, 170 Elm Street, Enfield, CT 06082

Fax to (860) 253-3069

Or E-Mail to AS-Administration-HR@acc.commnet.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.